

Downey Unified School District

BUSINESS SERVICES

PAYROLLS FOR CLASSIFIED EMPLOYEES

AR 6435.1

Payrolls for classified employees will be issued twice a month as required by the Education Code and in accordance with procedures set by the Los Angeles County Office of Education.

District procedures and internal controls will require that

1. Salary warrants will be picked up from the Los Angeles County Office of Education by the Assistant Director, Financial Services, or designee.
2. Salary warrants will be put into envelopes and sorted into location groups for delivery by District mail messenger. Delivery to schools and departments shall be accomplished not later than the day following receipt and review of the warrants from the County Office of Education.
3. Salary warrants will be signed for by an employee at each site on the receipt form provided by Financial Services.
4. Salary warrants that are to be held in the District Office for pickup at a later date will be kept in the vault under the supervision of the Payroll Technician.
5. Salary warrants will not be released by the District Financial Services Office to anyone other than the payee unless a verified written authorization to release his/her check to another person is provided.
6. The District may require identification from employees and others who come to pick up check(s).
7. Employees who pick up checks at the District Financial Services Office must sign a release sheet showing that they have received the check.